



Dear Special Event Applicant:

Thank you for considering Mercer Island for your special event. The City of Mercer Island strives to accommodate special events and assist with their success while ensuring there are no adverse impacts on the community at large.

This resource manual has been created to aid you with the preliminary planning stages of your event. Please complete the application in its entirety and be sure to include all additional requested enclosures such as maps when submitting your package. The City requires 45 days to review special event applications and a non-refundable application fee of \$50.

After reviewing the application, you will be notified of the preliminary acceptance and will be provided a timeline outlining your review process. The City's internal Special Events Committee meets periodically, so your immediate return of the application will better assure you of a prompt response. If the Committee requires an event review with you, notification will be given at least one week before the meeting date.

A final permit will not be issued until the event has been approved by the Special Events Committee, all required documentation such as insurance and enclosures have been obtained, full payment has been made, and the Event Checklist is complete.

Thank you for your interest in the City of Mercer Island. We look forward to working with you to ensure the success of your special event. Please let me know if you have any questions.

Sincerely,

Katie Herzog  
Recreation & Operations Coordinator  
[Katie.herzog@mercerisland.gov](mailto:Katie.herzog@mercerisland.gov)

# **City of Mercer Island**

## **Special Event Information Packet**



## **SPECIAL EVENTS REQUIRING A PERMIT APPLICATION**

- Weddings, Celebrations, Graduations, ceremonies (of any size)
- Events expecting more than 50 people including picnics.
- Reserving an area that is not part of our established picnic rental facilities (including the Amphitheater and Calkins Point and the meadow at Luther Burbank Park and Mercedale Park)
- Picnic rentals that plan to have catering, food trucks, or which require vehicle access
- Photo or film shoots in the parks with a small crew (no closed set)
- Events that will charge an entry fee, use sponsors or will have booths rented
- Events held on public streets, sidewalks, walkways, or other areas that interfere with regular vehicular or pedestrian traffic or require the use of City services
- Other specialized park usages, or activities as outlined in City Code Chapter 9.30 Park Rules. (<https://mercerisland.municipal.codes/MICC/9.30>)

## **GENERAL PROCEDURES STATEMENT**

Special events that occur on Mercer Island impact the citizens of specific neighborhoods as well as adjacent neighborhoods and businesses. These events are allowed because of the willingness of neighborhoods and businesses to cooperate. However, the City of Mercer Island has set up a number of guidelines that restrict the use of certain venues in order to protect the livability of all Island residents.

The City of Mercer Island has established procedures that allow for advance planning and management of personnel, financial resources, public property, and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and special event producers to achieve their mutual goals.

## **SPECIAL EVENT GUIDELINES**

The City of Mercer Island recognizes the contribution of special events to the city's attractiveness for residents, tourists, and businesses. However, a permit for assemblies is required under Mercer Island City Code. It is unlawful for any person to hold, sponsor or participate in any organized assembly without first giving notice thereof and obtaining therefrom, his written permission to do so (MICC 9.30.110).

- All City-run and external party-run proposed events are required to submit an online permit application and may have a 30 minute review with Staff (Special Events Committee) prior to issuance. All application materials must be received at least 45 days prior to the event date.
- Permit application review will be done in the order complete applications are received.

## **What should I expect to pay for my Special Event Permit?**

A \$50 non-refundable application fee must accompany all Special Event Applications. No other fees are collected until the Special Events Committee has determined the final cost of the event. The event fee must be paid in full thirty (30) days prior to the event. If the event approval is given less than thirty (30) days before the event, the fee must be paid in full upon approval.

### **Level 1 Event: \$125**

- Attendance at any one time estimated between 50 – 100 people;
- Held within existing venue/use area typically used for group gatherings, etc.; and
- Does not impact or interfere with standard, ordinary, and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and
- Does not require changes to safety or maintenance operations beyond normal levels; and
- No attendance or participation fees are charged; and
- Does not occur at Calkins Point or the Greta Hackett Sculpture Park; and
- No other permits are required.
- Administration Coordination shall be Division Review only.

### **Level 2 Event: \$380 - \$620**

- Attendance at any one time estimated between 50 – 250 people;
- Held within existing venue/use area typically used for group gatherings, etc.; and/or
- May impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and/or
- Does not require changes to safety or maintenance operations beyond normal levels.
- Mercerdale Park can only be used for Level 2 events of fewer than 100 people that do not require electrical service, that do not involve food trucks, and that do not require any additional permits.
- Does not occur at Calkins Point or the Greta Hackett Sculpture Park.
- Administration Coordination shall be either Division Review or Low-impact Committee Review.

### **Level 3 Event: \$820 - \$1240**

- Wedding ceremonies, regional sports tournaments (with event elements such as food trucks, amplified sound, and opening ceremonies), limited-scope and single-faceted events open to the public (that are not a Level 3 event); OR
- Attendance at any one time estimated between 251 – 600 people; and/or
- Held within existing venue/use area, but may include street, parking, or additional facility impacts; and/or
- May require operations changes to safety or maintenance – additional restrooms, deliveries, vehicle access, exclusive use of park space; and/or

- Calkins Point can only be used for a Level 3 event if attendance is fewer than 200 people.
- Administration Coordination shall be either Low-impact or High-impact Committee Review.

#### **Level 4 Event: \$1540**

- Parades, timed competitions, in-water events, festival-style events open to the public, or event of any type that involves use of multiple City parks or public spaces;  
OR
- Attendance at any one time estimated between 601 – 5,000 people over a single day or multiple occurrences; and/or
- Has moderate to major impacts to surrounding areas (streets, neighborhoods, business district, other park amenities, etc.) and/or cannot be held within existing venue; and/or
- May impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and/or
- Has moderate to major impacts to safety or maintenance operation, including temporary or long-term road closures, off-site parking impacts, traffic and security control, additional restrooms, deliveries, vehicle access, and exclusive use of Park space; and/or
- Administration Coordination shall be High-impact Committee Review.

Fees for Special Events may vary depending upon the size, type, length of the event and impact the event is expected to have. Final costs are determined by the Special Events Committee. Extra fees/permits (such as Right of Way permits, electrical fees, water hook-up fees etc.) may also apply. The city may require the use of Fire, Police, Emergency Medical Personnel, etc. You will be informed of these requirements and fees prior to entering a contract for your event.

Applicant will be invoiced for all costs incurred for event site monitoring on the day-of and any resulting post-event costs incurred by the City for clean-up.

#### **Do I need insurance?**

Special Event permit holders will be required to obtain a Certificate of General Liability Insurance naming the City of Mercer Island as an additional insured. Minimum limits will be \$2,000,000 aggregate with \$1,000,000 coverage per incident, but this may be subject to change based on the nature of the event. Events that require or request vehicle access into a park area will also be required to show proof of automobile insurance.

*(Certificate of Liability can be obtained from an existing insurance company or found online)*

#### **Can I serve alcohol at my event?**

Pursuant to Mercer Island Criminal Code 9.30.200, bringing, possessing or consuming alcoholic beverages within a City park is prohibited.

Events requesting a waiver must do so in writing to the Department Director.

## **Are vehicles allowed in the park for set-up, deliveries, or guests who require special access?**

Limited vehicle access is allowed on a case-by-case basis for different park locations. Events that require or request vehicle access into a park area will also be required to show proof of automobile insurance.

**Please note:** We do not allow bouncy houses or laser tag in our Parks.

## **What if I cancel my event? Can I get a refund?**

The City of Mercer Island will refund your fee for any reason if you are not able to fulfill your agreement. *You must make the request in writing to [Katie.Herzog@mercerisland.gov](mailto:Katie.Herzog@mercerisland.gov).* The Special Event \$50 Application fee is non-refundable. For the event fees you will receive the following percentage of the fee paid:

- 100% If an agency of the City of Mercer Island cancels the event.
- 80% If you cancel less than 30 business days before the event.
- 0% If you cancel less than 48 hours before the event.

## **How do I obtain a Special Event Permit?**

Special Event applications can be found on our website at [Special Event Rentals | Mercer Island, Washington](#). Submit this application and any additional information with the \$50 application fee to the scheduling office at 8326 SE 24<sup>th</sup> St, Mercer Island, WA 98040 or email to [katie.herzog@mercerisland.gov](mailto:katie.herzog@mercerisland.gov). Your event will be reviewed by the Special Events Committee and either denied, approved as-is, or approved with special conditions to be met, within 30 days of receipt. You will be contacted once the decision has been made.

## **What are the reasons for denying a permit?**

The following are examples of why your request for a Special Event permit may be denied:

- The City is limited on resources to accommodate.
- Impact to public property or passive park patrons is too great.
- Existing events/activities, scheduled maintenance, etc. has been found to conflict with the request.
- The event is expected to cause public safety concerns.
- It was determined the event did not meet required conditions such as traffic control.
- City services required of Fire and Police would prevent reasonable response to emergency situations elsewhere in the City.
- Not enough time was given for the City to schedule the resources needed to accommodate the request.
- The impact to neighbors is too significant.

## **How would I know if I needed a "Right of Way" Permit?**

Right of Way Permits (R.O.W. Permits) are required for events held on public streets, sidewalks, walkways, certain public areas such as City sculpture gardens, or other areas that interfere with regular vehicular or pedestrian traffic. Examples of events requiring R.O.W

permits would be triathlons, parades, walk-a-thons, sidewalk vendors, etc. R.O.W permit applications can be obtained at City Hall or on the City of Mercer Island website: [Right of Way Permits | Mercer Island, Washington](#)

**Please pay particular attention to the following park rules. Other rules may apply to your event:**

- All City ordinances and codes must be followed.
- All garbage must be picked up and removed from the event location.
- All rented equipment of any kind must be removed at the conclusion of the event.
- The leash law is enforced. Visit [www.mercergov.org/leashlaw](http://www.mercergov.org/leashlaw) for updates and information on the current leash law.
- Liquor, drugs, firearms, bonfires, and fireworks are prohibited in City parks.
- Briquette use only in PARK barbecue Grills.
- No vehicle or gate access is allowed unless specifically permitted. Permitted access will be reflected in the “additional fees” section of the special event permit/contract.
- Circuses, carnival rides, bouncy houses, dunk tanks or laser tag activities (including live animal exhibits) are not allowed in City parks.
- Helium balloons may not be released as part of a special event.

#### **Can I have a food truck?**

- All food trucks must have valid operational permits from MIFD. Please allow 7-14 days to process permits. Permits applications may be found [HERE](#).
- All tents containing cooking operations must obtain an operational permit from MIFD. Please allow 7-14 days to process. Permit applications may be found [HERE](#).

All operational permits for one day are \$50 (if using tents over 400 sq/ft) if using something [on this list](#). This covers the inspection fee. The operational permits are issued to the vendor, not the event coordinator

Food Trucks – carts with LP gas – grease, cooking, flame, generators etc. are as follows:

- Single day permit \$50 (must have current accepted King County Inspection from another agency)
- \$136 Annual event operational permit if they have a current accepted King County Inspection.
- \$272 Annual event operational permit- this includes a King County Inspection Certification and annual permit.

#### **SPECIAL EVENT SITE REQUIREMENTS**

- **Transportation/Parking Plan** – Provide written plan for handling event parking for participants and spectators, and attach any documentation pertaining to arrangements made with any transportation agencies such as Metro Transit, Sound Transit, DOT and City of Mercer Island Community Planning and Development that may be impacted by traffic reroutes and/or delays due to street closures. Parking

for the event shall not rely on on-street parking. Contact names and numbers must be provided to the City of Mercer Island. These agencies will be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than 2 weeks prior to the event.

- **Shuttles:** For most park spaces, especially larger events at Luther Burbank Park and Mercerdale Park, shuttles will be required, as parking on-site is limited.
- **Traffic Control Plan** – Provide detailed plan of traffic/pedestrian control with map showing placement of cones, signage, traffic monitors, and public safety officers in critical areas. This plan needs to include an “Emergency Services Plan” (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire & emergency medical emergencies. Volunteers must be over 18 years of age.
- **Security and Crowd Control** – Any City requirements for uniformed public safety officers and/or other City Staff will be determined and must be arranged by the event organizer. The cost of this service is the responsibility of the event organizer and can be arranged through the Police Department. Cost for off-duty police officers generally begins at \$58/hour per officer with a minimum of three hours.
- **Portable Toilets, Garbage and Sanitation Plan** – Large events may be required to provide portable toilets and hand-washing stations for attendees. See the following pages for suggestions on the number of toilets to provide. Garbage cans must be provided if existing park receptacles are not able to handle the large volume of waste created at the event.
- **Impacts to residents/neighborhoods, businesses, Metro Transit, Metro Access, Sound Transit, DOT and other agencies** – Provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them. This communication should be completed 4 weeks prior to the event.
- **Water Safety Plan** – A detailed water safety plan must be submitted for the swim portion of an event (i.e. Triathlons) or event where the lake will be utilized, with any corrective measures outlined in plan as required by the City of Mercer Island.
- **Food Service and Health Codes** – May be required to show Department of Health permitting for food preparation, handling and distribution. Please see <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx> for further details and to begin the application process and have document on-site.
- **Concert Requirements** – May be required to provide a promotional CD or cassette music tape for screening; adhere to City Noise Ordinance and subject to post event evaluation.
- **Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles & Removal** – Must provide documentation in the form of a work order or an invoice



that these equipment needs/services have been arranged by the event organizer. The City of Mercer Island does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.

## **AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The ADA requires the City of Mercer Island and public accommodations to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to restrooms for people with disabilities.

## **RESTROOM FACILITIES**

Adequate and accessible restroom facilities are often limited or not available at special event sites including park and recreation facilities. The recommendation for provision of toilets is one restroom for each gender for every 200 persons. The International Portable Sanitation Association provided a chart below as a rough guideline for estimating the number of portable sanitation units that will be required for special events.

### **Number of Portable Toilets Needed**

#### **Number of Hours of Event**

<b># of People</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
0 – 500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	20	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34

## **PUBLIC SPECIAL EVENTS SPONSORSHIP**

The City of Mercer Island recognizes that public special events are an important part of the community's life, and that the municipality can play a central role in facilitating those enriching experiences.

The City desires to promote other entities' abilities to bring special events to fruition, while balancing the City's cost recover and resource allocation goals. This policy describes a sponsorship program that enables the City to assist public special event permit applicants, beyond processing and issuing a permit and providing fee—compensated City services.

**Policy:**

- The City provides fee waivers or fee reductions for public events where the applicant/event organizing/hosting entity is a non-profit agency serving Mercer Island residents and the event meets all other sponsorship program rules.
- Requests for City sponsorship can be made at any time but must be made concurrent with applying for a special event permit (and any other required permits) and in accordance with the City's special event application review deadlines.
- Fee waivers, reductions or City contributions shall not be granted for events that fail to submit completed permit applications by the review deadlines.
- To be eligible for City sponsorship, applicants must attest that the event will be open to the public (not private) and inclusive in nature.
- The City will not sponsor political parties, politically-based organizations or lobbying groups.
- The City will not sponsor events that include religious worship, religious instruction, proselytization or inherently religious activities. Cultural celebrations, historical event commemorations and other non-religious public events organized by faith-based organizations may be eligible for sponsorship.
- The City will not sponsor sports tournaments.
- The City will not sponsor any event that does not seek to advance the sense of community, health, wellness or safety of the public, or that is inconsistent with the Recreation Division's mission to enhance livability for all Mercer Island residents.
- Sponsored events may be used as fundraisers and may require a registration or participation fee.
- Each entity may only receive sponsorship two times per year.
- Each sponsored entity must enter into a contract with the City. This contract will stipulate additional conditions and describe the public benefit received by the City in sponsoring the event.
- Fee waivers and reductions are not applicable to additional fees and charges.

Level of Event	Sponsorship
1	100% waiver of event fee
2	60% waiver of event fee
3	40% waiver of event fee
4	20% waiver of event fee

**Procedure(s):**

City staff designated by the Division Manager will review the special event application and request for sponsorship and will determine permit and sponsorship eligibility and award.

All other procedures will be established and approved administratively by the Department Director and Division Manager



## SPECIAL USE/EVENT CHECKLIST

*The following items are required at least 45 days prior to the event before a permit will be issued:*

	Applicant Check	City Check	N/A
• Special Event Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Application Fee, \$50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Event Site Layout & Map (Overall plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Directional arrows & street names			
• Signage, traffic control devices, barricades			
• Location of event staff, volunteers, traffic flaggers/monitors & where police coverage is needed			
• Site of portable toilets and garbage collection (copy of work order/invoice is required)			
• Parking Plan			
• Sound and staging equipment placement			
• Set Up & Take Down Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of Insurance Certificate with Endorsement Naming the City of Mercer Island as Additional Insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Right-of-Way Permit (if streets or public right-of-ways are affected)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Parking Permits (if additional City parks/facilities are being utilized)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Portable Toilets/Sanitation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Garbage Receptacles/Dumpsters delivery and removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Security, Traffic and Crowd Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Services Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(first aid/medical assistance)

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| • Health Department Concessions/<br>Food Permits                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Transportation/Load/Unload Plan                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • I-90/DOT Plan   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Metro Transit, Metro Access,<br>& Sound Transit Transportation Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Neighborhood/Business<br>Communication Plan                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Payment of Event Fee  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 

The following will occur at conclusion  
of the event:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| • Debriefing Meeting/<br>Site Inspection if necessary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Payment of incurred event fees                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Extra City Services                                 |                          |                          |                          |
| • Final Number of Participants                        |                          |                          |                          |